



Kiwanis Foundation of Traverse City, Michigan, Inc.
PO Box 864
Traverse City, MI 49685
EIN #38-3222920

GUIDELINES FOR GRANTS FROM THE FOUNDATION

The Kiwanis Club of Traverse City formed a charitable foundation to create an endowment for the benefit of children and community of the Grand Traverse region. This foundation also receives designated gifts for the same purpose. These funds may be placed in the endowment or kept as a designated fund. The Foundation is a 501 (C) 3 tax exempt organization.

Each year the Foundation Board of Directors will determine the amount it will distribute during its fiscal year (October – September). The Board may or may not distribute grants for any reason.

Currently the Foundation has VERY limited resources to distribute but will entertain letters of request for the distribution of these funds from worthy causes.

Letters of request will be generally received by the Foundation no later than October 7 of each year. Letters are not to be more than two pages in length and should state the following:

- Name of the organization, EIN number, date of determination letter
- Brief explanation of how the funds will be used
- Brief explanation of how children and the community will benefit from the grant
- Brief explanation of how the Kiwanis Club of Traverse City and its family of clubs are involved in the receiving organization.
- Contact person with complete name, address, telephone number, email address, and website for the organization.

The Foundation is completely run by volunteers. The Board will accept or reject grant requests for any reason. Grant funding will normally be distributed by the end of November of each year.

Funds will be acknowledged by recipients as coming from “The Kiwanis Foundation of Traverse City” in appropriate publications.

Letters of Request will be sent by US Postal Service to:

Secretary
The Kiwanis of Traverse City Foundation
PO Box 864
Traverse City, MI 49685

These guidelines may change without notice by the Foundation Board of Directors.

Wednesday, February 13, 2013